

FISHER

JUNIOR COLLEGE



BULLETIN 1964-1965

VISITORS

The college welcomes visitors
throughout the year.

The administrative offices are
open from 8:30 A.M. to 5 P.M.

Monday through Friday and from
9 to 12 noon on Saturday.

Appointments should be made with
the Admissions Office, phone
KEnmore 6-4647.



FISHER JUNIOR COLLEGE

118 Beacon Street KEnmore 6-4647 Boston, Mass. 02116

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FISHER JUNIOR COLLEGE,
located in Boston's Back Bay,
prepares young women for successful participation
in today's changing and challenging times.

Founded in 1903, Fisher Junior College
is a nonprofit educational institution
approved by the Board of Collegiate Authority
of the Commonwealth of Massachusetts
and authorized to confer
the Associate in Science Degree.





FISHER JUNIOR COLLEGE believes that a young woman should be encouraged in the continuous search for knowledge if she is to achieve happiness and success.

Whether she plans to pursue her studies beyond the two-year program at Fisher Junior College or whether she wishes to pursue a career, the educational program at Fisher will assist her in achieving an effective intellectual approach to daily living.

While the curriculum can only be an introduction to the art of living a rich and understanding life, it is hoped that the student will be inspired through her associations with faculty and fellow students to acquire an active interest in cultural pursuits.

The study of Sociology, Psychology, Economics, History, and Current Affairs stimulates the student toward a continued search for knowledge.

Participation in a variety of activities helps create self-confidence and social grace.



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THE COLLEGE

Some four hundred young women comprise the student body of Fisher Junior College. These students come from all parts of the country and several foreign countries. A little more than one-half live in residence; the balance commute from Boston's outlying suburbs.

The proximity of the college to the many points of interest for which Boston is famous is attractive to Fisher students. The classroom buildings and three of the seven dormitories overlook the Charles River and its beautiful esplanade. Because of this unusual location, Fisher students enjoy the unique experience of living and studying in the exciting and stimulating atmosphere of a city famed for its cultural opportunities. They also enjoy participating in a variety of recreational activities seldom found in other large cities.

Within walking distance of the college one may find the finest in drama, art and music. Culture takes many forms. It is difficult to explain why the nearness of fine music and great art helps a student become better at whatever she is trying to do. Perhaps it is a different perspective on time; perhaps it is the continual reminder of the pursuit of excellence.

Schools draw sustenance from one another. In Boston there are countless schools and colleges. The great universities attract the best minds, and the whole area benefits. At the great universities close by, there are plays, lectures, films and folk sings where the Fisher student is welcome. By so doing she gains intellectual stimulation, has fun, and meets interesting people. Such universities include: Harvard, Massachusetts Institute of Technology, Northeastern University, Boston University, Brandeis University, and Boston College, to mention a few.

LOCATION

Excellent transportation facilities link the college to the center of Boston and to the surrounding communities. Subway connections are available at Arlington Street and Charles Street stations, while a Charles Street bus

stops near the college. The Back Bay and Trinity stations are within walking distance. Boston's International Logan Airport is only fifteen minutes by taxi from the college. This is a great convenience for those students living outside New England.

BUILDINGS

Fisher Junior College occupies ten buildings in the Back Bay area of Boston. There are three administration-and-classroom buildings and seven dormitories. Six of these buildings overlook the Charles River, and are but a block from the Public Garden. All of the college buildings were once private residences in Boston's Back Bay. The lobby in the Administration Building has been carefully preserved to show one of the most splendid examples of classic Roman architecture in this country.

Every detail of perfection in the Administration Building has been preserved with utmost care. Circassian walnut paneling in the president's office reflects soft colors from the unique rug which was woven to match the design in the ceiling. Original handmade mantels, most of which were imported from European palaces, grace the many fireplaces throughout the building. The graceful hanging stairway leads to a spacious library and reading room which occupies the entire second floor.

The distinctive beauty of the building has in no way been diminished, although the rooms on the upper floors have been completely modernized for classroom purposes.

Library

The purpose of the library is to support the curriculum with sufficient reference and parallel reading material to provide intellectual stimulus for students and faculty and to encourage interest in general and recreational reading.

The library occupies the entire second floor of the main college building. Students are encouraged to use the library facilities extensively for undirected study and enjoyment.

Faculty and students also have access to the Boston Public Library which is located within easy walking distance of the college.

Residence Halls

ROBERT SMITH HALL, 104 Beacon Street, was made possible through the generous bequest of the late Robert and Minna Smith of Wellesley, Mass.

FLORENCE HALL, 112 Beacon Street, is adjacent to the Administration Building and is named for the wife of Myron C. Fisher, Sr., one of the co-founders of the college.

EDMUND HALL, 114 Beacon Street, twin to 112 Beacon Street, is named for Edmund H. Fisher, another co-founder of the college.



ANDREW HALL, 181 Beacon Street, is only a block away from the Administration Building. It is named for Mrs. Florence Andrew Locke, who served the college for a quarter of a century.

MYRON HALL, 183 Beacon Street, twin to 181 Beacon Street, is named for Myron C. Fisher, Sr., a co-founder of the college.

SARAH MORTIMER HALL, 86 Marlborough Street, is a block away from the Administration Building. It bears the maiden name of the wife of Edmund H. Fisher.

CARTY HALL, 131 Beacon Street, is directly opposite the college. It is named for Joseph J. Carty, who has been a dedicated member of the administration for over fifty years.

Each residence hall accommodates between 30 and 40 young women.

HISTORY

In the late 1800's and early 1900's, education was experiencing a period of transition. Public education emphasized Liberal Arts as a preparation for entering one of the few colleges then in existence, and for entering the ministry. Higher education was not popular, and vocational education was unknown.

During this period of American history, the United States discarded the European apprenticeship system of transferring knowledge, because it was too prolonged and cumbersome, especially in a growing industrial system, where speed was most important.

At the same time young women were becoming interested in careers outside the home and were eager to prepare themselves for the newer vocations which for the first time were now opening up to them.

It was against this setting that Fisher Junior College was founded in 1903, when two brothers, E. H. Fisher and M. C. Fisher opened a school of business at Winter Hill in Somerville, Massachusetts—known as the Winter Hill Business College. The prestige of Fisher training spread throughout the communities surrounding Boston, so that by 1925 three new branches of the school were opened.

In the early years vocational preparation was emphasized. While such preparation was sufficient in the first few decades, it became increasingly evident that education should be much broader; and curriculum plans and objectives grew and developed continuously. As the educational perspective gradually unfolded, the name of the college changed successively with each step—from Winter Hill Business College to Fisher Business College and then to The Fisher School.



Specialized programs of study, the times, and changes in transportation augured that a more complete and satisfactory education could be offered at one school in an urban setting. A gradual consolidation of the four schools finally brought them together into one unit in 1944 at a permanent location on Beacon Street in the Back Bay.

In 1952, Fisher was approved as a Junior College by the Board of Collegiate Authority of the Commonwealth of Massachusetts and in 1957 was granted the right to confer the Associate in Science degree.

Today Fisher, recognizing the importance of a liberal education, has broadened its curricular offerings to include Secretarial Programs, with five areas of specialization, all of which require electives in the Liberal Arts; and Liberal Arts programs for both terminal and transfer interests.



STUDENT LIFE

SOCIAL AND RECREATIONAL PROGRAM

In the Fisher tradition social poise in young women is of vital importance. Through a careful planning and blending of a well-rounded social program and a serious academic curriculum, its graduates face the future with the social and cultural background necessary for effective living.

Students are encouraged to initiate the type of social program in which they wish to participate. With faculty advisers they plan many of the activities, thereby gaining experience in organizing, planning, and participating in social events.

Some of these social events are traditional, such as Fisher Night at the Boston Symphony Pops or the President's Tea and Reception to new students.

Every spring social season ends with a prom. Earlier in the year there have been "mixers" at which young men from nearby colleges have been guests, Father-Daughter nights, Mother-Daughter teas, and a Sweetheart Dance at one of the leading Boston hotels, among other affairs. For those who like their social activities a little more on the strenuous side, there is sailing on the Charles. Golf, tennis and riding are also available in the area for those who enjoy them.

STUDENT ACTIVITIES

The Charles Viewer

The college newspaper is published monthly by a staff of juniors and seniors. It is the students' responsibility to prepare, edit, proofread and arrange for publication, with the assistance of a faculty adviser.

The Beacon

The college yearbook is published by a staff of seniors. This activity is a challenge to the student who wishes to produce in pictorial form a true image of her two years at Fisher not only for herself and classmates, but for the general public.

CLUBS

Commuters' Club

By working together on definite projects, a member of this group develops a bond with her classmates and her college which is not always possible in activities when train schedules are a consideration.

Drama Club

Through this organization a young woman has a chance to read and attend plays, as well as assist in producing theatrical productions and to participate in a professional production of amateur theatre.

Glee Club

Much enjoyment is derived from participation in the choral group. Under professional direction, the Glee Club performs at all major college functions.

Collegiate Council of the United Nations

The Fisher C.C.U.N. is a member of the national organization designed for the purpose of studying and supporting the United Nations. It strives to fulfill the national goals by making the group a center for studying and understanding the U.N. and by providing a place for informed students to voice their opinions about the United Nations. Six delegates were selected by invitation from this group to participate in the Mid-Atlantic Model General Assembly in Washington, D. C. and the local Model General Assembly at Boston University.

World University Service Club

The Fisher W.U.S. Club is a member of the national organization for college students furthering an international cooperative effort in the interest of education in underprivileged countries. To fulfill its goal this past year the members of this group raised \$300 for equipment to be sent to a school in Kenya.

Riding Club

A suburban riding academy transports members by car to and from the Academy. Classes are available for beginning as well as for experienced riders.

STUDENT ORGANIZATIONS

Class Organizations

Regular class meetings are held at least once a month.

Student Government Association

The Student Government Association is an organization created to promote the general welfare and interests of all students. Fisher Junior College S.G.A. is a member of the National Student Government Association.

Big Sister Program

Each senior is assigned a Junior Sister. The Senior Sister writes to her Junior Sister during the summer giving her bits of helpful information that will make her first days at Fisher more comfortable.

She acts as counsellor, guide, and friend, carrying out her responsibilities for the orientation and adjustment of her Junior Sister throughout the year.

Alumnae Association

Each graduate of the college automatically becomes a member of the Fisher Junior College Alumnae Association. The first year her contribution to the Alumnae Fund is paid by the college from her graduation fee; each additional year it is hoped that she will continue to make her own contribution.

A representative to the Alumnae Executive Committee is elected by each class prior to graduation. This Committee is the advisory and planning board for the Alumnae organization. Its membership is made up of a representative from each of the classes which have graduated from the college. Election to this position is considered an honor for the graduate; she holds the position for two years.

CONVOCATIONS

Convocations are planned to support and be an integral part of the total educational objectives of the college. Generally they are held monthly for the entire student body and attendance is required. Some are cultural in content such as musical ensembles, folk singers, choral groups, travelogs; several are inspirational with guest ministers and college professors; others are informative with lectures by economists, scientists, and men active in public affairs and current problems.

Student Government often assists in these programs acting as hostesses, introducing the guest speaker, ushering and planning the program.

EUROPEAN TOUR

With the growing interest of American college students for travel abroad, Fisher offers a carefully planned tour during the spring vacation. Currently this is confined to the spring vacation, but a broader program of study and travel is being formulated. Prior to departure, members of the group are required to attend a series of orientation meetings.

European trips were conducted during the spring vacation in 1962 and 1963. The itineraries included the following countries: England, Holland, France, Germany and Switzerland.

The trip is offered to those students who wish to take advantage of this unusual opportunity and who are recommended by the faculty and staff.

SPIRITUAL LIFE

Fisher is a nondenominational college with Christian traditions. It encourages young people of every faith to continue a close relationship with the church of their choice. The college is fortunate in its nearness to outstanding churches of all denominations. Located within a few minutes' walk from the college are such famous churches as Old South Church (Congregational); Trinity Church (Episcopal); First Church of Boston (Unitarian); Tremont Temple (Baptist); Paulist Chapel (Catholic); and many others.

Regular church attendance is urged in the belief that the practice of one's own religion and the respect for that of others is an integral part of education.

The college sponsors three religious clubs: Student Christian Association, Newman Club and Talmudim Club. Chapel services of an inspirational character are conducted alternately by each group for the entire college.

DORMITORY LIVING

The Fisher dormitories, formerly private residences, are completely modernized, yet still maintain the delightful charm of gracious living.

Three of the residence halls are located on the river side of Beacon Street, thus affording a beautiful view of the Charles River and the Hatch Memorial Shell where the Boston Symphony Pops Concerts are held during the summer. The other four dormitories are less than a block away.

Since all students pay the same fee, juniors are assigned rooms in the order in which their applications are received. Seniors, however, have the privilege of selecting their own rooms.

Bright and comfortable rooms in each house accommodate from two to four students. Each room is uniform in equipment. All have comfortable beds, bureaus, desks, and chairs. Students furnish their own bed linen, spreads, lamps, drapes and rugs.

A linen service is available for the student's convenience, and it is recommended, but not required, that she subscribe to it. Fresh linen every week is furnished by the Gordon Linen Service at a cost of \$28 for the college year. An automatic washing machine and a dryer have been installed in each residence for the student's personal laundry.





Before investing in furnishings for her room, it is suggested that the student wait until she arrives at college; for she will find it fun to plan and shop for these items with her roommates during the early days of her college living. Reflecting her taste and that of her roommates, a most attractive room will be achieved at a minimum cost. In this pleasant environment a student will spend many happy and memorable hours.

Carty Hall, directly across from the Administration Building, houses the central dining room. Here the resident student is served three meals a day, seven days a week.

Since each house operates on a self-government plan, a house council to plan social activities, supervise study, and act as a judiciary committee, is elected by the students in each dormitory. The Resident Director serves as adviser.

From seven-thirty to nine-thirty each weekday evening, study hour is observed, thus enabling a student to study in her room without distractions. If a student maintains passing grades, she is permitted a Wednesday night privilege until 10:30 p.m.

There are no Saturday classes. A student, therefore, is free to leave the

dormitory after her last class or appointment on Friday and return not later than ten-thirty Sunday evening. She is expected to advise her Residence Director of her plans and must indicate where and with whom she is going. Students are, however, encouraged to remain at the dormitory during the weekend, for it is on Friday and Saturday evenings that inter-collegiate activities are scheduled and much of the fun and gaiety of college life is enjoyed.

Unless a student lives with married relatives in the area she must reside in one of the college dormitories.

Parents may feel assured that every safeguard is taken in the interest of their daughter and that her welfare is considered at all times.

COUNSELING AND PLACEMENT

During her college career each student has opportunity for regular conferences with the dean or with an adviser to discuss educational or vocational plans. A student is encouraged to arrange for conferences with her instructors during the first week of each semester and whenever she needs assistance.

A Placement Office is maintained which cooperates with graduates in assisting them to pursue the career in which they have an interest and aptitude.

Helpful counseling and instruction in the techniques of employment are given to the students in the terminal programs before graduation. For those interested, the Placement Director will arrange appointments with prospective employers. Through its years of experience in assisting graduates to secure interesting positions, the Placement Office is able to arrange interviews throughout the country for graduates. Credentials of all graduates are kept on file.

HEALTH

The health of the students is of primary importance. Applicants are required to submit a health certificate after acceptance which is kept on file in the infirmary.

A registered nurse is on call at all times. The infirmary is available to both commuting and resident students. The college is located a short distance from the finest hospitals in the world; therefore, when a student requires overnight care the college reserves the right after consultation with the college physician, to refer the resident student to one of these hospitals. Parents are notified immediately in case of serious illness or hospitalization and are kept informed of the patient's progress.



ADMISSION AND FINANCES

REQUIREMENTS FOR ADMISSION

General

Applications of prospective students are evaluated on the basis of evidence of ability, character, and promise of achievement in a program of studies leading to an Associate in Science Degree. A candidate must be a graduate of an approved secondary school and have sixteen units of credit that are satisfactory to the Admissions Committee.

The Scholastic Aptitude Tests of the C.E.E.B. are required of all students. As an entrance requirement, consideration of the test scores is dependent upon the course for which the candidate has made application.

Secretarial Science Program

Candidates for admission to the Secretarial Science Program must have sixteen units including four units in English.

Medical majors must have one unit in biology or chemistry.

Electronics majors must have one unit in science and one unit in mathematics.

The Committee on Admissions may grant acceptance on the basis of the applicant's high school credentials. The Scholastic Aptitude scores will be used for class placement and counseling.

Liberal Arts Program

Candidates for admission to the Liberal Arts Program must complete satisfactorily the college preparatory course in a secondary school. A minimum of sixteen units should include the following:

English—4

Natural Science—2

Language—2

Mathematics—3

Social Studies—2

Units in Approved Electives—3

All applicants who apply for the Liberal Arts Program, transfer or terminal, are required to take the Scholastic Aptitude Test of the College Entrance Examination Board. The scores will be evaluated with the high school credentials.

APPLICATION

The completed application must be accompanied by a fee of \$20 for all applicants. This is non-refundable.

Space is provided in the application blank for one financial reference and one character reference. The latter should be a mature person who is personally acquainted with the candidate.

After a candidate's application is received, the high school record is requested by the Admissions Office.

A personal interview is required of all candidates before final acceptance. If a visit to the college is not possible, arrangements may be made for an interview by a college representative or an alumna in the area.

A dormitory data form is mailed when a resident applicant is notified of her acceptance by the Board of Admissions. This should be returned immediately.

Room reservations in the dormitories are not made until the applicant



has been accepted. Assignments are made according to date of application. Students already in attendance are, of course, given preference.

A small recent picture is required of all residence students after acceptance.

The health certificate, which is mailed to the applicant as soon as she has been accepted, must be filled out by a registered physician and returned before August 1. In the case of a dormitory student, room assignment will not be made until this form is returned.

ACCEPTANCE

Each application is acted upon as soon as a complete file of credentials has been received, and the applicant is notified immediately regarding the decision of the Board of Admissions. This procedure usually requires four to six weeks.

Early application makes possible prompt evaluation of credentials. Since Scholastic Aptitude scores are required for the Liberal Arts Program, these candidates cannot be notified of their acceptance until after these scores have been received by the Admissions Office.

FINANCIAL INFORMATION

Tuition \$1,000

Tuition Payment Plans

Plan 1: \$1,000 for one college year, payable \$500 on or before September 1, and \$500 on or before November 1.

Plan 2: \$1,020 for one college year, payable \$255 quarterly on or before September 1, November 15, February 1, and April 15.

Plan 3: \$1,030 for one college year, payable \$103 each month in advance for ten months beginning August 1.

A deposit of \$50 is required of all candidates within 15 days of acceptance. This deposit is credited on the first tuition bill. It is non-refundable.

All accepted dormitory applicants for admission in the entering class are required to make a room reservation payment in the amount of \$100 on or before May 1. This is not an additional charge, but is for the first year and is credited to the first dormitory payment. *This is non-refundable.* Room space for which this advance non-refundable payment has not been made on or before May 1, will be considered available for other applicants.

All dormitory students returning for their senior year must make a non-

refundable advanced room reservation payment in the amount of \$100 on or before May 1. (The college will refund the \$100 advance room reservation payment to any junior who does not qualify academically for entrance into the senior year.)

All commuting students returning for their senior year must make a non-refundable advance payment in the amount of \$50 on or before May 1. This is deductible from the first tuition payment. These advance payments are refundable only when the junior does not qualify academically for entrance into the senior year.

The candidate who is accepted and registers in September is committed to the full year's financial responsibility. Only when a student withdraws from college because of serious illness are adjusted refunds made. A schedule of refunds is available at the Treasurer's office. Parents should bear in mind that expenses of the college do not diminish when students are temporarily absent or permanently withdrawn.

Dormitory

\$1,100 charge for room and board payable in four payments of \$275 on or before July 1, September 1, November 1, and January 1.

Combined Dormitory and Tuition Payment Plan

\$2,150 charge for tuition, room and board in ten payments of \$215 payable each month in advance beginning July 1.

Fees

\$20 Application fee must accompany the application. This is non-refundable.

\$25 Activity fee payable September 1.

\$25 Laboratory fee in each science course payable September 1.

\$25 Graduation fee (payable two months prior to graduation).

The right is reserved by the Trustees to increase the charges at any time. When such an increase is announced, it becomes effective for all students.

Book Charges

\$75-\$90 for basic and elective books during a college year depending on the course. Stationery and supplies are extra and may be purchased at the college shop.

A statement regarding books required for the entire year is mailed to parents in August. Payment is due September 1. Books used in the elective courses are paid for on registration day.

Students pay cash for all college shop purchases throughout the year.



Banking Services

The National Shawmut Bank of Boston at the corner of Charles and Beacon Streets, two blocks from the College, offers complete banking services. Students are encouraged to open a special checking account.

SCHOLARSHIPS AND GRANTS

As a nonprofit institution, Fisher Junior College has at its disposal various funds to help young women who earnestly desire an education. Applications for financial assistance should be made to the Director of Admissions of the college before February 15 on forms provided. All scholarship grants are applied to tuition expenses for the second semester of the college year.

Trustees' Scholarships Several scholarships in grants each year are available to girls from approved secondary schools.

Junior Scholarships A limited number of scholarships is awarded annually to juniors for their senior year on the basis of satisfactory academic standing and financial need.

Commuters' Club Scholarship A scholarship is awarded each year by the club to a commuting student.

Student Government Association Scholarship Each year this organization awards a scholarship to a young woman entering the senior class.

Loans The college is a participant in the National Defense Student Loan Program. Students who have superior ability and can show need are eligible to apply for loans under this program. Detailed information should be secured from the Admissions Office.



ACADEMIC INFORMATION

GRADES

An alphabetical marking system is used:

A Excellent	B Good	C Fair
D Unsatisfactory (Conditional)	F Failure	

Scholastic averages are calculated on the point system:

A 8 points	B+ 6 points	B- 4 points	C 2 points
A- 7 points	B 5 points	C+ 3 points	C- 1 point

No student is eligible for a degree who receives more than six hours of "D" each year in a required subject.

Any senior who has been advanced with a "D" grade but who is not doing passing work at the end of the first quarter, will be dropped from the course.

Failure Grades. No student will be graduated with a final grade of "F" in any subject.

Any student who repeatedly incurs grades of "D" or "F," or who habitually cuts classes, will be asked to withdraw from the college.

CLASS ATTENDANCE

Since the primary purpose of a college is its academic program, regular attendance at all classes, assemblies, and appointments is required of every student insofar as she is physically capable.

It is the belief of the college that to allow absences for reasons other than those of illness, or to allow a limited or unlimited number of absences to be taken at the student's discretion, would tend to develop unhealthful and undesirable attitudes.

DEGREE REQUIREMENTS

Fisher Junior College confers the degree, Associate in Science, upon those students who successfully complete one of its two-year programs as outlined in the Academic Section, page 31.

REQUIREMENTS FOR TRANSFER TO SENIOR COLLEGE

To be recommended for transfer to a senior college after the completion of junior college work, a student must have maintained a B average. She must also have taken courses which parallel closely those of the first two years of the institution to which she wishes to transfer, and she must meet the general admission requirements of that institution.

Requirements vary; it is desirable, therefore, for the student planning to transfer to advise the Admissions Counsellor at the time of the initial interview and to confer with the Academic Dean upon entrance in September.

ACADEMIC HONORS

Dean's List

In recognition of scholastic achievement, students who maintain a quality point ratio of 6.0 or higher for the work of an academic semester are named to the Dean's List. This list is announced at the end of each semester.

Honors Programs

Students who, during the junior year, have received grades of "B" or higher in a special field of study are eligible for the Honors Program in that Department. Students qualifying have an opportunity to engage in independent research and study in the Senior Year. The purpose of the Program is to encourage alertness to intellectual concerns and to develop maturity in thought and judgment. The study must be completed by May 1.

At the present time Honors Programs are offered in the fields of History and Medical Science.

Graduation with Honor

Graduation with honor is awarded to seniors who have a scholastic average of 6.0 or better for two years.

Graduation with high honor is awarded to seniors who have a scholastic average for two years of 7.0.

Honor averages are calculated on May 15, of the senior year. Any students who are eligible as of that date are candidates.

GENERAL INFORMATION

The college reserves the right to withdraw a course if fewer than fifteen students enroll, or to drop any subject or substitute another in its place.

The college reserves the right to change the academic calendar. If alterations are made, ample written notice will be given.

The college reserves the right to dismiss at any time a student whose conduct or academic standing indicates that she is unable or unwilling to con-

duct herself in a manner consistent with the principles of good conduct. In taking such action, the college need not assign a further reason. Neither the college nor any of its officers shall be under any liability whatsoever for such dismissal. Tuition and dormitory charges must be paid in full for the year.

The college reserves the right to request the withdrawal of any student whose condition of health is either inadequate for college work or likely to endanger others.

The United States immigration authorities have accepted Fisher Junior College as an institution qualified to teach foreign students on students' visas.

The college is approved for children of veterans attending under P.L. 634.

Applications for student railway and bus tickets are available at the Reception Desk. College students are not eligible for student tickets issued by the Massachusetts Transit Authority.

The Administration Building at 118 Beacon Street is open daily from 8:30 A.M. until 5 P.M. and on Saturday until noon. The offices are closed on legal holidays. Classes are in session from 9 A.M. until 4:15 P.M., Monday through Friday.

During June, July, and August the Admissions Office is open from 9 A.M. to 4 P.M., Monday through Friday. Out-of-town visitors should arrange for appointments in advance, especially during summer months.

ACADEMIC PROGRAMS

Associate in Science Degree

The Board of Collegiate Authority of the Commonwealth of Massachusetts Department of Education has granted to Fisher Junior College the right to confer the degree of Associate in Science. The degree may be earned in two-year programs in the field of Liberal Arts, in a two-year program in one of the five departments of Secretarial Science, or in a two-year program in the field of Medical Assistantship.

Liberal Arts Courses

Liberal Arts courses are planned:

- for those students who wish a sound general education before entering a profession.
- for those who plan to complete their formal education at the end of two years.
- for those who wish to prepare for transfer to a senior college.



The two-year Liberal Arts Programs at Fisher Junior College have been designed to give students an opportunity to acquire the basic foundation of knowledge that is traditionally associated with a cultural education.

The programs include required courses in English, natural science, social science, mathematics, and the humanities. These are supplemented by electives in which a student has an opportunity to express her individuality.

Secretarial Science Courses

Secretarial Science courses are:

- for those students who wish to enter a career at the completion of the two-year program.

Under this program students have an opportunity to major in one of five specialized fields of secretarial science: Electronics, Medical, Legal, International Studies, and Executive.

LIBERAL ARTS

The Fisher Junior College Liberal Arts curricula are varied, but fundamentally each endeavors to develop an intellectual approach to life; the formation of values and one's relationship to others in all aspects of life. It encourages a young woman to express, exchange and evaluate intellectual ideas, and in so doing assists her in finding a successful place in any pattern of life she may pursue.

The Liberal Arts Transfer program is designed to stimulate the student to continue her education at a senior college with self-confidence, and with an awakened intellectual curiosity.

Liberal Arts terminal programs are often the answer for the young woman who has not determined her ultimate goal and wants a period of exploration before entering an area of specialization.

LIBERAL ARTS (Transfer)

For students who plan to transfer to a senior college. This program parallels the freshman and sophomore years at the majority of four-year institutions.

FIRST YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
English Composition (Eng. 103)	3	English Composition (Eng. 104)	3
Biology (Sci. 103)	4	Biology (Sci. 104)	4
History of Western Civilization (His. 101)	3	History of Western Civilization (His. 102)	3
Foreign Language*		Foreign Language*	
French or Spanish	3	French or Spanish	3
Elective	3	Elective	3
Orientation (Or. 101)			
	**16		**16

SECOND YEAR

Third Semester	Semester Hours	Fourth Semester	Semester Hours
English Literature (Eng. 123)	3	English Literature (Eng. 124)	3
College Mathematics (Math. 103)	3	College Mathematics (Math. 104)	3
Elective—Social Science	3	Elective—Social Science	3
Foreign Language*		Foreign Language*	
French or Spanish	3	French or Spanish	3
Elective	3	Elective	3
	**15		**15

*Proficiency in a foreign language must equal the fourth semester college level. Those who can meet this requirement upon entrance may substitute another elective.

**Additional elective courses may be taken with the permission of the Academic Dean.

LIBERAL ARTS (Terminal)

The student enrolled in this program is given an opportunity to complete the basic Liberal Arts subjects that are fundamental in the education of a cultured person. She is given more freedom of choice than may be permitted in the Liberal Arts Transfer Program. A student in this course may substitute other courses for the foreign language requirement in the transfer program and may choose either mathematics or science.

FIRST YEAR

<i>First Semester</i>	<i>Semester Hours</i>	<i>Second Semester</i>	<i>Semester Hours</i>
English Composition (Eng. 103)	3	English Composition (Eng. 104)	3
College Mathematics (Math. 103)	3	College Mathematics (Math. 104)	3
or		or	
Biology (Sci. 103)	4	Biology (Sci. 104)	4
Electives	9	Electives	9
Orientation (Or. 101)			
	15-16		15-16

SECOND YEAR

<i>Third Semester</i>	<i>Semester Hours</i>	<i>Fourth Semester</i>	<i>Semester Hours</i>
English Literature (Eng. 123)	3	English Literature (Eng. 124)	3
Social Science—any course in this field	3	Social Science—any course in this field	3
Electives	9	Electives	9
	15		15



LIBERAL ARTS (Terminal)**Concentration in International Studies**

In this program the student completes the basic liberal arts subjects that are fundamental for educated people, and adds intensive study in geography, history, and a survey of the cultural and economic development of the world, with special emphasis on certain selected areas.

FIRST YEAR

<i>First Semester</i>	<i>Semester Hours</i>	<i>Second Semester</i>	<i>Semester Hours</i>
English Composition (Eng. 103)	3	English Composition (Eng. 104)	3
College Mathematics (Math. 103)	3	College Mathematics (Math. 104)	3
or		or	
Biology (Sci. 103)	4	Biology (Sci. 104)	4
History of Western Civilization		History of Western Civilization	
(His. 101)	3	(His. 102)	3
Orientation (Or. 101)		Geography of World Affairs (Geo. 102)	3
Geography of World Affairs (Geo. 101)	3	Elective—Prescribed Fields*	3
Elective—Prescribed Fields*	3		
	15-16		15-16

SECOND YEAR

<i>Third Semester</i>	<i>Semester Hours</i>	<i>Fourth Semester</i>	<i>Semester Hours</i>
English Literature (Eng. 123)	3	English Literature (Eng. 124)	3
International Studies		International Studies	
Area Study—in chosen field**	3	Area Study—in chosen field**	3
Europe & Union of Soviet Socialist		Europe & Union of Soviet Socialist	
Republics (Int.St. 261)		Republics (Int.St. 261)	
Far East & Asia (Int.St. 241)		Far East & Asia (Int.St. 241)	
Africa & Middle East (Int.St. 221)		Africa & Middle East (Int.St. 221)	
The Americas (Int.St. 201)		The Americas (Int.St. 201)	
United States in World Affairs		United States in World Affairs	
(His. 251)	3	(His. 252)	3
Elective—Prescribed Fields*	3	Elective—Prescribed Fields*	3
Elective	3	Elective	3
	15		15

*Must be selected from Economics, Sociology, International Trade, or in the field of a single foreign language (12 semester hours in one language in the two-year period).

**The area study in a given year will depend upon the area currently most vital in world affairs, and upon the interest of the students.

LIBERAL ARTS (Terminal)**Concentration in Fine Arts**

This program, with a concentration in the field of Fine Arts, is for the student who, at the time of her graduation from high school, is not interested in vocational training, but who wishes to continue her studies for two years in the imaginative arts. Through courses in Fine Arts, the student is given an understanding and appreciation of the development of painting, sculpture and architecture; through courses in music she becomes familiar with the types of music to be found in the standard repertoires of concerts, symphonies, and operas; through courses in the theatre, with the great periods of the theatre, its great plays and playwrights. The program is designed to develop the student as an intelligent observer and listener.

Boston is traditionally a center for a variety of cultural activities, and provides extensive opportunities for seeing and hearing—in its museums, concert halls, and theatres—the greatest artists in the world. Attendance several times a year at concerts, symphonies, theatres, and museums will be required of all students in this program.

FIRST YEAR

<i>First Semester</i>	<i>Semester Hours</i>	<i>Second Semester</i>	<i>Semester Hours</i>
English Composition (Eng. 103)	3	English Composition (Eng. 104)	3
College Mathematics (Math. 103)	3	College Mathematics (Math. 104)	3
or		or	
Biology (Sci. 103)	4	Biology (Sci. 104)	4
Introduction to Fine Arts (FA 101)	3	Introduction to Fine Arts (FA 102)	3
Appreciation of Music (FA 151)	3	Appreciation of Music (FA 152)	3
Orientation (Or. 101)		Elective	3
Elective	3		
	15-16		15-16

SECOND YEAR

<i>Third Semester</i>	<i>Semester Hours</i>	<i>Fourth Semester</i>	<i>Semester Hours</i>
English Literature (Eng. 123)	3	English Literature (Eng. 124)	3
History of Western Civilization (His. 101)	3	History of Western Civilization (His. 102)	3
Theatre Appreciation (FA 171)	3	Theatre Appreciation (FA 172)	3
Contemporary Art (FA 107)	3	Electives	6
Elective	3		
	15		15

SECRETARIAL SCIENCE

The Secretarial Science programs are planned for students who wish to enter a career at the completion of two years of study.

Fisher Junior College offers a choice of five two-year programs in Secretarial Science leading to a degree, thus giving students an opportunity to specialize in one of five different areas of secretarial work.

In each program, certain basic secretarial subjects (shorthand, typewriting, and accounting) are required of all students; but through a wide variety of courses that are particularly adapted to the training of secretaries for special fields, the student is enabled to express her individual preference



and to prepare for a secretarial career in any one of the following: electronics, executive, international studies, legal or medical. Each program is further enriched by liberal arts electives.

EXECUTIVE SECRETARIAL COURSE

As modern business has expanded, the position of the private secretary has become more important. Her duties and responsibilities have been multiplied and her opportunities as well.

It is assumed that the secretary is also an expert stenographer. Secretarial duties include executive tasks such as handling correspondence, collecting and arranging business data, meeting and interviewing callers, making appointments and planning itineraries.

The cultural subjects are of equal importance with the technical skills in providing a background of those personal qualities necessary to the able secretary—poise, confidence, initiative, attractive speech, and pleasing manner.

FIRST YEAR

<i>First Semester</i>	<i>Semester Hours</i>	<i>Second Semester</i>	<i>Semester Hours</i>
English Composition (Eng. 101)	3	English Composition (Eng. 102)	3
Accounting (Sec. 101)	3	Accounting (Sec. 102)	3
Typewriting		Typewriting	
Elementary (Sec. 121)* }	3	Elementary (Sec. 122)* }	3
Intermediate (Sec. 123)** }		Intermediate (Sec. 124)** }	
Shorthand		Shorthand	
Elementary (Sec. 111)*‡	3	Elementary (Sec. 112)* }	3
Orientation (Or. 101)		Intermediate (Sec. 114)** }	
Electives	6	Electives	6
	<u>18</u>		<u>18</u>

SECOND YEAR

<i>Third Semester</i>	<i>Semester Hours</i>	<i>Fourth Semester</i>	<i>Semester Hours</i>
Shorthand		Shorthand	
Advanced (Sec. 211) }	5	Advanced (Sec. 212) }	5
Advanced (Sec. 213)** }		Advanced (Sec. 214)** }	
Typewriting, Advanced (Sec. 221)	3	Typewriting, Advanced (Sec. 222)	2
Office Machines & Filing		Executive Major	
(Sec. 231)	3	Office Procedures, Practices,	
Psychology (Psy. 201)	3	and Ethics (Sec. Ex. 262)	5
Elective	3	Electives	6
	<u>17</u>		<u>18</u>

*Required for students with no previous course in this subject.

**Required for students with one or more years of high school credit in this subject.

‡Students who are not required to take this course will choose an elective.

ELECTRONICS SECRETARIAL COURSE

The field has limitless opportunities for the young woman who has an interest in mathematics and science.

This program includes a laboratory course in the basic principles of physics. This is followed by a study of the electrical and electronics field in general. The student's engineering vocabulary is developed further through a study of terminology.

Engineers are among the world's most highly educated and widely traveled men. It is especially important, therefore, that the electronics secretary have an educational background of cultural subjects in addition to her skills.

FIRST YEAR

<i>First Semester</i>	<i>Semester Hours</i>	<i>Second Semester</i>	<i>Semester Hours</i>
English Composition (Eng. 101)	3	English Composition (Eng. 102)	3
Accounting (Sec. 101)	3	Accounting (Sec. 102)	3
Typewriting		Typewriting	
Elementary (Sec. 121)* {	3	Elementary (Sec. 122)* {	3
Intermediate (Sec. 123)** {		Intermediate (Sec. 124)** {	
Shorthand		Shorthand	
Elementary (Sec. 111)*‡	3	Elementary (Sec. 112)* {	3
Orientation (Or. 101)		Intermediate (Sec. 114)** {	
College Mathematics (Math. 103)	3	College Mathematics (Math. 104)	3
Elective	3	Elective	3
	<u>18</u>		<u>18</u>

SECOND YEAR

<i>Third Semester</i>	<i>Semester Hours</i>	<i>Fourth Semester</i>	<i>Semester Hours</i>
Shorthand		Shorthand	
Advanced (Sec. 211) {	5	Advanced (Sec. 212) {	5
Advanced (Sec. 213)** {		Advanced (Sec. 214)** {	
Typewriting, Advanced (Sec. 221)	3	Typewriting, Advanced (Sec. 222)	2
General Physics (Sci. 281)	3	General Physics (Sci. 282)	3
Office Machines & Filing		Electronics Dictation	
(Sec. 231)	3	Office Procedures (Sec. El. 252)	5
Electronics Terminology		Psychology	3
(Sec. El. 251)	2		
	<u>16</u>		<u>18</u>

*Required for students with no previous course in this subject.

**Required for students with one or more years of high school credit in this subject.

‡Students who are not required to take this course will choose an elective.

INTERNATIONAL STUDIES SECRETARIAL PROGRAM (Language)

For the student who is interested in a career in government, travel or foreign trade, and who is interested in languages, opportunity is offered to concentrate in an area study covering the fundamentals of geography, history, cultural and economic development. This program meets the need of the student who has an aptitude for languages and wishes to include in her program either French or Spanish in preparation for a career where the chosen language is an important factor.

FIRST YEAR

<i>First Semester</i>	<i>Semester Hours</i>	<i>Second Semester</i>	<i>Semester Hours</i>
English Composition (Eng. 101)	3	English Composition (Eng. 102)	3
Accounting (Sec. 101)	3	Accounting (Sec. 102)	3
Typewriting		Typewriting	
Elementary (Sec. 121)* }	3	Elementary (Sec. 121)* }	3
Intermediate (Sec. 123)** }		Intermediate (Sec. 124)** }	
Shorthand		Shorthand	
Elementary (Sec. 111)*† }	3	Elementary (Sec. 112)* }	3
Orientation (Or. 101)		Intermediate (Sec. 114)** }	
French or Spanish†	3	French or Spanish†	3
Geography of World Affairs		Geography of World Affairs	
(Geo. 101)	3	(Geo. 102)	3
	18		18

SECOND YEAR

<i>Third Semester</i>	<i>Semester Hours</i>	<i>Fourth Semester</i>	<i>Semester Hours</i>
Shorthand		Shorthand	
Advanced (Sec. 211) }	5	Advanced (Sec. 212) }	5
Advanced (Sec. 213)** }		Advanced (Sec. 214)** }	
Typewriting, Advanced (Sec. 221)	2	Typewriting, Advanced (Sec. 222)	2
Office Machines & Filing (Sec. 231)	3	International Trade Principles	
United States in World Affairs		and Practices (Ec. 212)	2
(His. 251)	3	United States in World Affairs	
French or Spanish†	3	(His. 252)	3
	16	French or Spanish†	3
			15

*Required for students with no previous course in this subject.

**Required for students with one or more years of high school credit in this subject.

†Students who are not required to take this course will choose an elective.

‡Students will complete all twelve semester hours in one language. Courses selected must be approved by the language instructor or the Academic Dean.

INTERNATIONAL STUDIES SECRETARIAL PROGRAM (Non-Language)

For the student who is interested in a career in government, travel or foreign trade, but does not wish a foreign language, opportunity is offered to concentrate in an area study covering the fundamentals of geography, history, cultural and economic development. The area chosen for study in any given year will be determined by world situations and by the student interest.

FIRST YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
English Composition (Eng. 101)	3	English Composition (Eng. 102)	3
Accounting (Sec. 101)	3	Accounting (Sec. 102)	3
Typewriting		Typewriting	
Elementary (Sec. 121)* }	3	Elementary (Sec. 122)* }	3
Intermediate (Sec. 123)** }		Intermediate (Sec. 124)** }	
Shorthand (Sec. 111)*†	3	Shorthand	
Orientation (Or. 101)		Elementary (Sec. 112)* }	3
Geography of World Affairs		Intermediate (Sec. 114)* }	
(Geo. 101)	3	Geography of World Affairs	
Elective	3	(Geo. 102)	3
		Elective	3
	18		18

SECOND YEAR

Third Semester	Semester Hours	Fourth Semester	Semester Hours
Shorthand		Shorthand	
Advanced (Sec. 211) }	5	Advanced (Sec. 212) }	5
Advanced (Sec. 213)** }		Advanced (Sec. 214)** }	
Typewriting, Advanced (Sec. 221)	2	Typewriting, Advanced (Sec. 222)	2
Office Machines & Filing		International Trade Principles	
(Sec. 231)	3	and Practices (Ec. 212)	2
United States in World Affairs		United States in World Affairs	
(His. 251)	3	(His. 252)	3
International Studies		International Studies	3
Area Study—in chosen field	3	Area Study—in chosen field	
The Americas (Int. St. 201)			
Africa & Middle East (Int. St. 221)			
Far East & Asia (Int. St. 241)			
Europe & Union of Soviet Socialist			
Republics (Int. St. 261)			
	16		15

*Required for students with no previous course in this subject.

**Required for students with one or more years of high school credit in this subject.

†Students who are not required to take this course will choose an elective.

‡The area study in a given year will depend upon the area currently most vital in world affairs, and upon the interest of the students.



LEGAL SECRETARIAL COURSE

The exacting field of law provides excellent opportunities. Legal firms and lawyers are numerous, but good legal secretaries are scarce.

The Legal Secretarial Course provides a means of orientation in the legal environment through instruction in law and legal terminology and through a practical course in legal procedure.

The course includes a study of the methods used in interviewing clients and the techniques of managing a collection department. Practice is given in preparing such legal papers as the summons, complaint, motions, subpoenas, and stipulations; taking question-and-answer testimony; court reporting and speech reporting.

FIRST YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
English Composition (Eng. 101)	3	English Composition (Eng. 102)	3
Accounting (Sec. 101)	3	Accounting (Sec. 102)	3
Typewriting		Typewriting	
Elementary (Sec. 121)* }	3	Elementary (Sec. 122)* }	3
Intermediate (Sec. 123)** }		Intermediate (Sec. 124)** }	
Shorthand		Shorthand	
Elementary (Sec. 111)*‡	3	Elementary (Sec. 112)* }	3
Law: An Outline of Legal Procedures		Intermediate (Sec. 114)** }	
(Law 101)	3	Law: An Outline of Legal Procedures	
Orientation (Or. 101)		(Law 102)	3
Elective	3	Elective	3
	18		18

SECOND YEAR

Third Semester	Semester Hours	Fourth Semester	Semester Hours
Shorthand		Shorthand	
Advanced (Sec. 211) }	5	Advanced (Sec. 212) }	5
Advanced (Sec. 213)** }		Advanced (Sec. 214)** }	
Typewriting, Advanced (Sec. 221)	2	Typewriting, Advanced (Sec. 222)	2
Office Machines & Filing		Legal Office Procedures	
(Sec. 231)	3	(Sec. L. 272)	5
Legal Terminology (Sec. L. 271)	2	Elective	3
Elective	3		
	15		15

*Required for students with no previous course in this subject.

**Required for students with one or more years of high school credit in this subject.

‡Students who are not required to take this course will choose an elective.

MEDICAL SECRETARIAL COURSE

The purpose of medical secretarial instruction is to familiarize the student with the functions and methods of medical practice, to provide her with a good working vocabulary of medical terms, and to train her to perform the routine laboratory work that most doctors now require.

Ten Boston hospitals and clinics, among the finest in the world, cooperate with the college to give three weeks of actual practice in medical secretarial work as a supplement to classroom work.

FIRST YEAR

<i>First Semester</i>	<i>Semester Hours</i>	<i>Second Semester</i>	<i>Semester Hours</i>
English Composition (Eng. 101)	3	English Composition (Eng. 102)	3
Accounting (Sec. 101)	3	Accounting (Sec. 102)	3
Typewriting		Typewriting	
Elementary (Sec. 121)* }	3	Elementary (Sec. 122)* }	3
Intermediate (Sec. 123)** }		Intermediate (Sec. 124)** }	
Shorthand		Shorthand	
Elementary (Sec. 111)*‡	3	Elementary (Sec. 112)* }	3
Orientation (Or. 101)		Intermediate (Sec. 114)** }	
Elective	6	Anatomy & Physiology (Sci. 102)	3
		Elective	3
	18		18

SECOND YEAR

<i>Third Semester</i>	<i>Semester Hours</i>	<i>Fourth Semester</i>	<i>Semester Hours</i>
Shorthand		Typewriting, Advanced (Sec. 222)	2
Advanced (Sec. 211)		Medical Dictation (Sec. M. 294)	5
Advanced (Sec. 213)** }	5	Medical Laboratory Techniques	
or Medical Dictation (Sec. M. 293) }		(Sci. 204)	1
Typewriting, Advanced (Sec. 221)	2	Medical Seminar (Sci. 208)	2
Medical Laboratory Techniques		Medical Office Procedures	
(Sci. 203)	1	(Sec. M. 296)	2
Anatomy & Physiology (Sci. 201)	3	Medical Terminology	
Office Procedures		(Sec. M. 292)	2
(Sec. 231)	2	Internship (Sec. M. 297)	1
Medical Terminology			
(Sec. M. 291)	2		
	15		15

*Required for students with no previous course in this subject.

**Required for students with one or more years of high school credit in this subject.

‡Students who are not required to take this course will choose an elective.

MEDICAL ASSISTANT PROGRAM

The Medical Assistant Program is designed for the student who wishes to begin a career at the completion of a two-year program in college, but is more interested in the technical than the secretarial aspects of the medical field.

She will be trained to perform the basic clerical skills that would be useful in a doctor's office or in a hospital, but her program is devoted chiefly to acquiring a broad knowledge of medical subjects, and a thorough training in the procedures of a medical office and laboratory.

FIRST YEAR

<i>First Semester</i>	<i>Semester Hours</i>	<i>Second Semester</i>	<i>Semester Hours</i>
English Composition (Eng. 103)	3	English Composition (Eng. 104)	3
Typewriting		Typewriting	
Elementary (Sec. 121)* }		Elementary (Sec. 122)* }	
Intermediate (Sec. 123)** }	3	Intermediate (Sec. 124)** }	3
Accounting (Sec. 101)	3	Accounting (Sec. 102)	3
Office Machines & Filing (Sec. 231) ..	3	Anatomy & Physiology (Sci. 102)	3
Orientation (Or. 101)		Elective	3
Elective	3		
	15		15

SECOND YEAR

<i>Third Semester</i>	<i>Semester Hours</i>	<i>Fourth Semester</i>	<i>Semester Hours</i>
Anatomy & Physiology (Sci. 201)	3	Medical Seminar (Sci. 208)	2
Biology (Sci. 103)	4	Biology (Sci. 104)	4
Introduction to Psychology		Medical Office Procedures	
(Psy. 201)	3	(Sec. 296) including X-ray	
Medical Laboratory Techniques		lectures	3
(Sci. 203)	3	Medical Laboratory Techniques	
Elective	3	(Sci. 204)	3
	16	Elective	3
		Internship (Sec. M. 297)	1
			16

*Required for students with no previous course in this subject.

**Required for students with one or more years of high school credit in this subject.



COURSES OF INSTRUCTION

SEMESTER HOURS

The college year is divided into two semesters of about sixteen weeks each, and course credits are indicated by the term *semester hours*—i.e., the number of class meetings each week for a semester. Most courses at Fisher Junior College meet three times a week and earn three semester hours of credit. Laboratory and typewriting courses earn less credit, usually one-half the credit allowed for lecture courses. Courses for which no preparation is required, such as orientation, carry no credit.

COURSE NUMBERS

Courses numbered on the 100 level are planned primarily for first-year students. Occasionally a course on the 100 level may be taken by a second-year student, but all courses on the 200 level are for second-year students only.

Courses ending in odd numbers (101) are offered in the first semester, and even-numbered courses (102) are offered in the second semester. However, a course usually given in the first semester but offered or repeated in the second semester bears an odd number.

Full-year courses are indicated by hyphens between the first- and second-semester numbers. Credit is given for the full year only; no credit is given for one part of the course without the other. A course extending throughout the year, but which may be dropped or entered at the end of the first semester, is so described in the catalogue.

Whenever prerequisite courses are required, the catalogue so indicates. If a course is taught only in alternate years, it is so marked.

ECONOMICS

INTRODUCTION TO ECONOMICS (Ec. 101) Development of a proper appreciation of the importance of present-day economic questions, particularly the personal, business, social, and political applications of economic principles in the discussion of banking, exchange control, controlled economics, government-controlled prices. 3 hours a week. 3

INTRODUCTION TO ECONOMICS (Ec. 102) Prerequisite, Ec. 101. Review of such controversial issues as the development of big business, monopolies, organized labor, American capitalism. 3 hours a week, second semester. 3

INTERNATIONAL TRADE PRINCIPLES AND PRACTICES (Ec. 212) A survey of foreign trade and ways in which it differs from domestic trade in organization and method; a study of the mechanics of foreign exchange and export financing. Major emphasis on the preparation of the many documents used in export and import practice. 3 hours a week, second semester.
Required in International Studies 3

ENGLISH

ENGLISH COMPOSITION (Eng. 101-102) Thorough review of the parts of speech; principles of grammar; punctuation; vocabulary building. Correct English usage in transcription is emphasized. 3 hours a week, first and second semesters. 6

ENGLISH COMPOSITION (Eng. 103-104) Development of ability to think, read, write, and discuss coherently; methods of note-taking, summarizing, outlining, and organizing material for oral and written reports; development of ability to read with discrimination and appreciation. Contemporary literature is used to illustrate various types and forms of writing. 3 hours a week, first and second semesters. 6

INTRODUCTION TO LITERATURE (Eng. 121) A survey of the forms of literature (poetry, drama, essay, fiction) and of some of the great authors. Its purpose is to give the student with limited background an understanding of the value of literature, so that she can read with appreciation and discrimination. 3 hours a week, first semester. 3

ENGLISH LITERATURE (Eng. 123) Beginning with Beowulf and continuing through the Renaissance and the Reformation, the Elizabethan Period, John Milton, and Shakespeare; the Restoration with Dryden, Pepys, and Bunyan; the eighteenth century with Defoe, Addison, Steele, and Swift. 3 hours a week, first semester.
Required in the Liberal Arts Programs 3

ENGLISH LITERATURE (Eng. 124) The last half of the eighteenth century; Samuel Johnson and Boswell; Goldsmith, and the English novel; Sheridan; Cowper and Burke; the Victorian period with Carlyle, Tennyson, and Browning; Matthew Arnold; Fitzgerald; Ruskin; literature since 1890 with Hardy, Housman, Yeats, and Masfield. 3 hours a week, second semester.
Required in the Liberal Arts Programs 3

AMERICAN LITERATURE (Eng. 141) Literature from colonial times through the mid-nineteenth century. Emphasis on particular schools of thought and various kinds of writing: colonial writers; historians, commentators, and song-writers of the Revolution; poetry and prose of the emerging new nation, including Irving, Bryant, and Poe; the New England literary group, including Longfellow, Emerson, and Hawthorne. 3 hours a week, first semester. 3

AMERICAN LITERATURE (Eng. 142) From the Civil War period to the present. Poetry, prose, and drama of a divided nation; the development of American songs and humor; literary imagery and realism; the development of the novel and the short story form. Among the authors considered are Lincoln, Whitman, Clemens, Howells, Dickinson, Crane, and authors of the twentieth century. 3 hours a week, second semester. 3

CONTEMPORARY AMERICAN LITERATURE (Eng. 244) The last fifty years in American writing, with stress on a critical evaluation of the works of recent writers such as Stephen Crane, Sherwood Anderson, Willa Cather, Carl Sandburg, Thomas Mann, Ernest Hemingway, William Faulkner, John Steinbeck, Thomas Wolfe. 3 hours a week, second semester. 3

DRAMATIC LITERATURE (Eng. 181) Theories of dramatic literature reviewed through a survey of Greek, medieval, and modern play forms. Discussion of practical problems of play production and application of classical methods of play analysis and production to a selected play, which is produced and presented to the public. 3 hours a week, first semester. 3

DRAMATIC LITERATURE (Eng. 182) Discussion in terms of cultural and social significance of various plays that have had an important influence in the English-speaking world. 3 hours a week, second semester. 3

SPEECH (Eng. 191) Practice in helping to overcome diction defects, self-consciousness, etc., and in addressing formal and informal groups. The logical organization and the clear and interesting presentation of material are emphasized. 3 hours a week, first semester. 3

FINE ARTS

APPRECIATION OF FINE ARTS (FA 101) The study of architecture, painting, and sculpture as developed through the cultural periods of mankind, including those of Egypt, Mesopotamia, Greece and Rome, the Byzantine Empire, the Middle Ages, and culminating in Romanesque and Gothic art. 3 hours a week, first semester. Required in Fine Arts Program 3

APPRECIATION OF FINE ARTS (FA 102) Beginning with the transition from late Gothic to the new forms exemplifying the Renaissance in France, Italy, Germany, England, and Spain. Selected examples of Russian, Scandinavian, and American art are studied. The nineteenth century revival art, leading to national schools, and modern art are considered at the end of the course. 3 hours a week, second semester. Required in Fine Arts Program 3

CONTEMPORARY ART (FA 107) A study of the background and development of contemporary painting, sculpture, and architecture beginning in the nineteenth century and continuing to the present. The student gains understanding of modern trends in art, and familiarity with its leading creators. 3 hours a week, first semester. Required in the Fine Arts Program 3

APPRECIATION OF MUSIC (FA 151) A course designed to increase enjoyment of music. Ancient music is studied, and the development of music is traced from simple folk song and dance forms through to the complicated forms represented by symphony, opera, ballet, and the growth of the national schools. Musical proficiency is not required. 3 hours a week, first semester. Required in the Fine Arts Program 3



APPRECIATION OF MUSIC (FA 152) The music of Western civilization is studied, and the idioms and styles of representative composers, with particular emphasis on those whose works are being performed in Boston during the current season. Modern music is analyzed. 3 hours a week, second semester.
Required in the Fine Arts Program 3

THEATRE APPRECIATION (FA 171) Drama is studied as an art form, as literature, and as entertainment. The great periods of the theatre from ancient Greece to the present are surveyed. 3 hours a week, first semester.
Required in the Fine Arts Program 3

THEATRE APPRECIATION (FA 172) Great plays and playwrights are examined, and special emphasis is given to the historical development of theatrical production, and the influence of theatre on the culture of various periods. The courses of both semesters aim at an understanding and appreciation of good theatre. Students are required to attend two professional plays. Three hours a week, second semester.
Required in Fine Arts Program 3

FOREIGN LANGUAGES* **

French

ELEMENTARY FRENCH (FL 101-102) For those who have had no previous French. Fundamentals of structure and pronunciation of the French language; development of ability to understand French, to speak simply and correctly, and to read simple material. 3 hours a week, first and second semesters. 6

INTERMEDIATE FRENCH (FL 103-104) For those who have had one year of college French or two years of high school French. Review of fundamental principles of structure and pronunciation, and development of ability to understand and use everyday language. Knowledge of French civilization is increased through readings, discussions, reports, and projects. 3 hours a week, first and second semesters. 6

Spanish

ELEMENTARY SPANISH (FL 151-152) For those who have had no previous Spanish. Fundamental study of the structure and pronunciation of the Spanish language; development of ability to understand Spanish, to speak it simply and correctly, and to read simple material. 3 hours a week, first and second semesters. 6

SPANISH READING AND CONVERSATION (FL 153-154) For those who have had two years of Spanish. Review of fundamental principles of structure and pronunciation, and development of ability to understand and use everyday Spanish. Through class activities and the reading of Latin American and Spanish literature, the student's knowledge and appreciation of the Spanish-speaking world is enlarged. 3 hours a week, first and second semesters. (Given in alternate years.) 6

SPANISH CONVERSATION AND CORRESPONDENCE (FL 155-156) For those who have had two years of Spanish. Intensive training in the comprehension of spoken and idiomatic Spanish. Introduction to the fundamentals of commercial Spanish. 3 hours a week, first and second semesters. (Given in alternate years.) 6

INTERMEDIATE SPANISH (FL 251-252) Prerequisite, FL 151-152. Review of fundamental principles of structure and pronunciation, and development of ability to understand and use everyday Spanish. Through class activities and the reading of Latin American and Spanish literature, the student's knowledge and appreciation of the Spanish-speaking world is enlarged. 3 hours a week, first and second semesters. 6

GEOGRAPHY

GEOGRAPHY OF WORLD AFFAIRS (Geo. 101) A study of selected regions of current interest. This course deals with people in relation to their natural environment and enables the student to understand world problems through an integrated study of places, people, natural resources, etc., and to see these elements in terms of historical perspective and current events. 3 hours a week, first semester. *Required in International Studies Secretarial Program* 3

GEOGRAPHY OF WORLD AFFAIRS (Geo. 102) A continuation of the first semester course, covering other selected regions. 3 hours a week, second semester. *Required in International Studies Secretarial Program* 3

*Every student in the International Studies Secretarial Program with a concentration in Foreign Language must take two years (12 semester hours) in one foreign language.

**Every student in the Liberal Arts Program must have completed before graduation the equivalent of two years (12 semester hours) of one foreign language.

HISTORY

HISTORY OF WESTERN CIVILIZATION (His. 101-102) A study of the impact of technological advances and changing ideas about politics and religion on the cultural patterns of Western Europe. The work includes a brief survey of the principal historic periods, particularly as reflected in the fine arts, social organization, and general standards of living. Emphasis throughout is on the rise of the common man in status, dignity, and social responsibility. 3 hours a week, first and second semesters.

Required in certain Liberal Arts and International Studies Programs

6

SOCIAL HISTORY OF THE UNITED STATES (His. 151-152) A history of the American people from the settlement to World War II. The course is organized around major periods and within each period the significant social features are discussed. Emphasis is placed upon the actual life of the people as distinct from their political and diplomatic history: how they earned their living, their reforms and religious activities, the books they wrote and read, the houses they lived in, their inventions, the means and extent of their travels, their science and art. 3 hours a week, first and second semesters.

6

UNITED STATES IN WORLD AFFAIRS (His. 251-252) A survey of America's growing influence in the world from the time of the American Revolution to the present. The first semester covers the background of American diplomatic history within broad chronological periods. The second semester covers America's position in world affairs since World War II, with special emphasis on present events. 3 hours a week, first and second semesters.

Required in International Studies Programs

6

HUMANITIES (others listed on page 49)

OUR CULTURAL HERITAGE (Hum. 101) A study of former societies for the purpose of giving perspective on our own society. It is a study of the spirit of the peoples of the ages—their aspirations and their ideals, their tragedies and their despairs, that through these we may come to a better understanding and appreciation of the developments, the complexities, and even the contradictions of our modern world. Great Masterpieces, or excerpts, are required reading, for these are the expressions of the greatness of the ages. 3 hours a week.

3

INTERNATIONAL STUDIES

INTERNATIONAL STUDIES In each of the following area studies, a foundation is laid for the understanding of the peoples, cultures, geography, political history, religion, social organization, economic structure, and current problems of the designated region. The importance of its contribution to world affairs, its leaders, its interrelation with the United States, and its progress and problems in meeting the challenges of its own people and of the outside world are studied.

The choice of courses will be made as current world situations make pertinent and as the interest of students demands. 3 hours a week, first or second semester.

AREA STUDIES:

THE AMERICAS (Int.St. 201)

3

AFRICA AND THE MIDDLE EAST (Int.St. 221)

3

THE FAR EAST AND ASIA (Int.St. 241)

3

EUROPE AND THE UNION OF SOVIET SOCIALIST REPUBLICS (Int.St. 261)

3

Required in International Studies Programs

LATIN

LATIN (Lat. 101-102) The aim of the course is to acquaint the student with Roman culture and its influence on present world civilization, through selected readings from Roman writers. A comprehension of the elements of Latin forms and syntax will be developed in association with these readings, rather than through the traditional, formal drill on isolated vocabulary, declensions, conjugations. A secondary value will be the enrichment of English vocabulary through an understanding of the relationships of our language to its Latin roots. 3 hours a week, first and second semesters. 6

LAW

LAW—AN OUTLINE OF LEGAL PROCEDURES (Law 101) A general study of courts and court procedures. A study of the laws which are involved in contracts, sales, and negotiable instruments; and a study of the laws governing employment and employer-employee relationships. 3 hours a week, first semester.
Required in Legal Secretarial Program 3

LAW—AN OUTLINE OF LEGAL PROCEDURES (Law 102) Prerequisite, Law 101. A general study of the laws affecting the organization of business enterprises (private enterprise, partnerships, corporations), and of the laws of insurance, wills and property. Attention is given to those aspects which are important for a secretary, especially one in the legal field, to understand. 3 hours a week, second semester.
Required in Legal Secretarial Program 3

MATHEMATICS

COLLEGE MATHEMATICS (Math. 103-104) Prerequisite, two years of high school mathematics. An integrated course in trigonometry, algebra, and analytic geometry. 3 hours a week, first and second semesters.
Required in Liberal Arts and Electronics Secretarial Programs 6

ORIENTATION

ORIENTATION (Or. 101) Introductory lectures assist the student in adjusting to college life and methods. During the remainder of the semester, through lectures and group discussion, the student learns fundamental principles that develop an adult perspective, maturity, and a sense of moral and social responsibility. 1 hour a week, either semester.
Required of all Junior students

PSYCHOLOGY

INTRODUCTION TO PSYCHOLOGY (Psy. 201) The study of general psychology applied to everyday living; the study of the development of personality from the infant stage through maturity; physical and mental changes that occur; study of emotions, memory, moods; influences of the home, school, etc., upon personality; study of scientific and pseudo-scientific methods of analysis, such as physiognomy, phrenology, etc.; some study of various tests given for measuring personality in business and industry. 3 hours a week, first or second semester. 3

PERCEPTUAL PSYCHOLOGY (Psy. 202) A study of human behavior and of the contributions of the principles and methods of psychology to the solution of individual and social problems in the home and in such fields as law, medicine, foreign trade, engineering, and business. The student is encouraged to relate the material to her other studies. 3 hours a week, first or second semester. 3

SCIENCE

Biology

ANATOMY AND PHYSIOLOGY (Sci. 102) The structure and function of the human body as a whole; study units on cells and tissues; skeletal, circulatory, respiratory, digestive, and urinary systems; regulation of blood pressure. Lecture, laboratory, and demonstrations. 3 hours a week, second semester.
Required in Medical Programs 3

ANATOMY AND PHYSIOLOGY (Sci. 201) Prerequisite, Sci. 102. A continuation of Sci. 102, the two courses providing background knowledge necessary for a medical secretary. Study of muscular, nervous, endocrine, and reproductive systems. Laboratory and field trips supplement the lectures. 3 hours a week, first semester.
Required in Medical Programs 3

BIOLOGY (Sci. 103, 104) An integrated study of plant and animal life. A general study of structures, form, and processes. Representatives of each of the major divisions of the plant and animal kingdoms will be considered. Emphasis is placed on an understanding of man's relation to the many organisms around him. 3 hours of lecture. 2 hours of laboratory, first and second semesters.
Required in the Liberal Arts and Medical Assistant Programs 8

MEDICAL LABORATORY TECHNIQUES (Sci. 203-204) The teaching of the following determinations: red and white blood counts, differentials, hemoglobins, sedimentation rates, bleeding and clotting times, hematocrits, complete urinalysis; temperature, pulse, respiration, blood pressure and blood typing; practice in venipunctures, finger and ear pricking; examination of feces and introduction to bacteriology and parasitology.
Second semester: specimens of abnormal blood, urine and feces are studied and examined. Special lectures and demonstrations are given to accompany the laboratory work. 1 hour of lecture, 2 hours of laboratory for Medical Secretarial Program; 1 hour of lecture, 4 hours of laboratory for Medical Assistant Program. Credit in Medical Secretarial Program 4, credit in Medical Assistant Program 6.
Required in Medical Programs 4, 6

MEDICAL SEMINAR (Sci. 208) Lectures and demonstrations by specialists in the fields of Pathology, Obstetrics, Pediatrics, Gynecology, Psychiatry, Epilepsy, Blue Cross and Blue Shield. These are accompanied by discussions and studies on the integration of sciences, including many of the diseases of the nine systems, common medicines for treatment and current research in field of medicine. Also included is the practice of taking an electrocardiogram and doing a basal metabolism test. 2 hours a week, second semester.
Required in Medical Secretarial Program 6

Physics

GENERAL PHYSICS (Sci. 281-282) Principles of forces, mechanics, fluids, heat, sound, light, and optical instruments, electricity and magnetism, with special emphasis placed on electricity. Practice in the application of mathematical and laboratory procedures in the study of physical problems. 2 hours of lecture, 2 hours of laboratory, first and second semesters.
Required in Electronics Secretarial Program 8

SECRETARIAL STUDIES

Accounting

ACCOUNTING (Sec. 101) Journalizing (including use of special journals), posting, trial balance, introduction to simple financial statements, banking procedures, petty cash fund systems, and payroll. 3 hours a week, first semester.
Required for all Secretarial Science students 3

ACCOUNTING (Sec. 102) Prerequisite, Sec. 101. Worksheet, financial statements, ratios, adjusting and closing entries, post-closing trial balance, reversing entries, cash basis for professional and personal service enterprises, accounting for investments (real estate, stocks, and bonds), mercantile sets, and professional projects. 3 hours a week, second semester.
Required for all Secretarial Science students 3

INCOME TAX ACCOUNTING (Sec. 202) Federal taxes for individuals and sole proprietors, both in business and professions. Use of supplemental and actual forms. 3 hours a week, second semester. 3

Shorthand

ELEMENTARY SHORTHAND (Sec. 111-112) Study of Gregg shorthand theory. 3 hours a week, first and second semesters.
Required* of Secretarial Science students with less than 2 years of shorthand in high school except those who meet the requirements of Sec. 114 6

INTERMEDIATE SHORTHAND (Sec. 114) Complete review of Gregg shorthand theory. 3 hours a week, second semester.
Required* of Secretarial Science students with two years of Gregg shorthand in high school 3

ADVANCED SHORTHAND (Sec. 211-212) Prerequisite, Sec. 111-112. Advanced course designed to develop speed and accuracy in dictation and transcription. 10 hours a week, first and second semesters.
Required* 10

ADVANCED SHORTHAND (Sec. 213-214) Prerequisite, Sec. 114. Advanced course designed to develop speed and accuracy in dictation and transcription. 10 hours a week, first and second semesters.
Required* 10

Typewriting

ELEMENTARY TYPEWRITING (Sec. 121-122) Thorough training in the touch system. Minimum speed of forty words a minute. Instruction includes letter styles, manuscript typing, reports, rough drafts, tabulation. Accuracy is of paramount importance. 5 hours a week, first and second semesters.
Required* of students with no previous typewriting 6

INTERMEDIATE TYPEWRITING (Sec. 123-124) Review of fundamentals. Minimum speed of fifty words a minute. Instruction and practice include the writing of letters and manuscripts, tabulation, business forms, etc. Accuracy is constantly stressed. 5 hours a week, first and second semesters.
Required* of students who have had one or more years of typewriting in high school 6



ADVANCED TYPEWRITING (Sec. 221) Prerequisite, Sec. 121-122 or 123-124. Emphasis is on production and refinement of techniques. Both speed and accuracy are stressed. 3 hours a week, first semester.
Required* 2

ADVANCED TYPEWRITING (Sec. 222) Prerequisite, Sec. 221. Continuation of first semester. 3 hours a week, second semester.
Required* 2

Office Machines and Procedures

OFFICE MACHINES AND FILING (Sec. 231) Instruction and practice in the use of transcribing machines, duplicating machines, electric typewriters; alphabetical filing. 3 hours a week, first or second semester.
Required* 3

OFFICE PROCEDURES, PRACTICES, ETHICS: EXECUTIVE MAJOR (Sec.Ex. 262) Office organization, office practices, personnel and supervision, executive control of office work, personal office services, transportation and itineraries, office manners, business ethics, problems of unions. 5 hours a week, second semester.
Required in Executive Secretarial Program 5

Electronics Secretarial

ELECTRONICS TERMINOLOGY (Sec.El. 251) Shorthand forms of electronics terminology and their place in engineering reports and documents; special terms commonly used in the field of basic electronic theory, as well as those of more advanced research; special electronics dictation in interoffice communications. 2 hours a week, first semester.
Required in Electronics Secretarial Program 2

OFFICE PROCEDURES, PRACTICES, ETHICS: ELECTRONICS MAJOR (Sec.El. 252) Designed to give the student as broad a background as possible in the problems and procedures of an engineering or electronics office. Practice is given in taking and transcribing dictation from material in current use by engineers in various electronic firms of the Greater Boston area, with additional material taken from current periodicals and reports in engineering fields. Practical information regarding the intricate and delicate relationships of sales, production, research, and government; the preparation of departmental budgets; transportation. 5 hours a week, second semester.
Required in Electronics Secretarial Program 5

Legal Secretarial

LEGAL TERMINOLOGY (Sec.L. 271) The shorthand forms of legal terms and their place in legal reports and documents; the special terms commonly used in law are studied in conjunction with the review of the fundamental law that is taken during the first year. In the latter part of the course, terminology is studied in combination with a review of actual court procedure. Special legal dictation of cases is given. 2 hours a week, first semester.
Required in Legal Secretarial Program 2

*Course required for students in all departments of secretarial studies.

OFFICE PROCEDURES, PRACTICES, ETHICS: LEGAL MAJOR (Sec.L. 272) Office practice for the legal secretary. The preparation of legal forms used in business and formal court procedure. Dictation of legal correspondence, testimony, and case reports. The student learns to be a legal assistant, as well as a competent secretary and bookkeeper. 5 hours a week, second semester.
Required in Legal Secretarial Program 5

Medical Secretarial, Medical Assistant

MEDICAL TERMINOLOGY (Sec.M. 291) A course designed to instruct the student in the most common roots, prefixes, and suffixes in medical terminology, thus enabling her to combine these forms with insight and understanding. Emphasis is placed on spelling, pronunciation, and the use of the medical dictionary. Shorthand outlines are taught simultaneously, and the student is gradually instructed in the basic terms common to all physicians. 2 hours a week, first semester.
Required in Medical Secretarial Programs 2

MEDICAL TERMINOLOGY (Sec.M. 292) Prerequisite, Sec.M. 291. The program is broadened to include terms specifically related to the specialties. Medical abbreviations of all kinds are dealt with, and the ethical and legal aspects of medical reports are emphasized. 2 hours a week, second semester.
Required in Medical Secretarial Programs 2

MEDICAL DICTATION (Sec.M. 293-294) Analyzing and understanding medical material; practice in taking and transcribing dictation from diagnostic reports, case histories, and correspondence of doctors and hospitals. 5 hours a week, first and second semesters.
Required in Medical Secretarial Programs 10

OFFICE PROCEDURES, PRACTICES, ETHICS: MEDICAL MAJOR (Sec.M. 296) Medical office procedures, including medical records, telephone technique, medico-legal problems, the physician's library, experience in techniques of sterilization; alphabetical and numerical filing, including the unit case system used in most hospitals; the operation of office machines; techniques with patients. Great stress is placed on high standards of ethics in relation to the patient and the medical profession. 3 hours, second semester.
Required in Medical Programs 2
Supplementary lectures in X-Ray techniques in Medical Assistant Program 1

INTERNSHIP (Sec.M. 297) At the end of the senior year, ten Boston hospitals and clinics, acknowledged to be among the finest in the world, cooperate with the College to give three weeks of actual practice work as medical secretaries or assistants as a supplement to classroom work.
Required in Medical Programs 1

SOCIOLOGY

INTRODUCTORY SOCIOLOGY (Soc. 101) Background of fundamental principles of sociology; development of culture as expressed in customs, social institutions, and the function of group life; reasons for social change and means of social control. Through the study of cultural factors, the student becomes aware of her part in a social order. 3 hours a week, first semester. 3

CONTEMPORARY SOCIAL PROBLEMS (Soc. 102) An introductory study of typical social problems of the present time: intercultural relations, juvenile delinquency, care of handicapped and aged, etc., with analysis and discussion of possible solutions. 3 hours a week, second semester. 3

ELECTIVES

Subject	Course Name and Number	Semester Hours
Economics	Introduction to Economics (Ec. 101, 102)	3 or 6
English	Introduction to Literature (Eng. 121)	3
	English Literature (Eng. 123, 124)	3 or 6
	American Literature (Eng. 141, 142)	3 or 6
	Contemporary American Literature (Eng. 244)	3
	Speech (Eng. 191)	3
Fine Arts	Appreciation of Fine Arts (FA 101, 102)	3 or 6
	Contemporary Art (FA 107)	3
	Appreciation of Music (FA 151, 152)	3 or 6
	Theatre Appreciation (FA 171, 172)	3 or 6
Foreign Languages	Elementary French (FL 101-102)	6
	Intermediate French (FL 103-104)	6
	Elementary Spanish (FL 151-152)	6
	Spanish Reading and Conversation (FL 153-154)	6
	Spanish Conversation and Correspondence (FL 155-156)	6
	Intermediate Spanish (FL 251-252)	6
Geography	Geography of World Affairs (Geo. 101, 102)	3 or 6
History	History of Western Civilization (His. 101-102)	6
	Social History of the United States (His. 151-152)	6
	United States in World Affairs (His. 251-252)	6
Humanities	Our Cultural Heritage (Hum. 101)	3
International Studies	Area Studies:	
	The Americas (Int.St. 201)	3
	Africa and The Middle East (Int.St. 221)	3
	The Far East and Asia (Int.St. 241)	3
	Europe and the Union of Soviet Socialist Republics (Int. St. 261)	3
Latin	Latin (Lat. 101-102)	6
Law	Law—An Outline of Legal Procedures (Law 101, 102)	3 or 6
Mathematics	Introduction to College Mathematics (Math. 103-104)	6
Psychology	Perceptual Psychology (Psy. 202)	3
Science	General Physics (Sci. 281-282)	8
	Biology (Sci. 103, 104)	8
Secretarial Studies	Income Tax Accounting (Sec. 202)	3
Sociology	Introductory Sociology (Soc. 101)	3
	Contemporary Social Problems (Soc. 102)	3



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Fisher Business School, Boston University.

ACADEMIC CALENDAR 1964-1965

September 16	Junior Dormitory Students Arrive
September 17	Registration for all Juniors
September 20	Senior Dormitory Students Arrive
September 21	Registration for all Seniors
November 13	First Quarter Closes
November 24 at 4:15 P.M.	Thanksgiving Recess Begins
November 29 at 10:30 P.M.	Thanksgiving Recess Closes
December 18 at 4:15 P.M.	Christmas Recess Begins
January 3 at 10:30 P.M.	Christmas Recess Closes
January 21	Midyear Examinations
January 29	Second Quarter Closes
February 1	Second Semester Begins
March 26	Third Quarter Closes
March 26 at 4:15 P.M.	Spring Recess Begins
April 4 at 10:30 P.M.	Spring Recess Closes
April 15 at 4:15 P.M.	Easter Recess Begins
April 19 at 10:30 P.M.	Easter Recess Closes
May 27	Final Examinations
June 4	Fourth Quarter Closes
June 5	Commencement
September 16, 1965	College Opens

The following will be observed as holidays:
 October 12, November 11, February 22

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Notes

Notes

APPLICATION FOR ADMISSION

FISHER JUNIOR COLLEGE

118 BEACON STREET, BOSTON, MASSACHUSETTS

DO NOT WRITE IN THIS SPACE

Application filed _____

Application fee _____

Interview _____

Marks requested _____

Marks received _____

Accepted _____

Deposit _____

I hereby make application for admission to Fisher Junior College September 19 _____ in accordance with the conditions and terms of this application form and the regulations in your catalog.

Date _____, 19 _____

NAME _____ AGE _____
(First) (Middle) (Last)

ADDRESS _____
(Street) (City) (State) (ZIP No.)

TELEPHONE _____ DATE OF BIRTH _____

SCHOOLS ATTENDED FOR PAST FOUR YEARS:

School	Address	Dates of Attendance	Course Taken

Year of graduation from high school _____

NAME OF MOTHER _____

NAME OF FATHER OR GUARDIAN _____

OCCUPATION AND BUSINESS ADDRESS _____

OF FATHER OR GUARDIAN _____
(Occupation) (Name of Firm)

(Street) (City) (State) (ZIP No.) (Tel. No.)

REFERENCES:

Name of last secondary school principal or student guidance director _____
(Title)

Address _____

Social reference (not a relative) _____

Address _____

Financial reference _____

Address _____

WHAT OTHER MEMBERS OF THE FAMILY, IF ANY, ATTENDED FISHER? _____

HOW DID YOU LEARN OF FISHER? _____

IF EITHER parent is not living, or if you live with only one parent, please indicate clearly _____

CHECK LIVING ARRANGEMENTS DESIRED: ☐ Own Home ☐ Dormitory

CHECK PROGRAM DESIRED:

LIBERAL ARTS: Transfer ☐ Non-transfer ☐ International Studies ☐ Fine Arts ☐

SECRETARIAL SCIENCE: Executive ☐ Electronics ☐ International (language) ☐

International (non-language) ☐ Legal ☐ Medical ☐ Medical Assistant ☐

PAYMENT PLANS

TUITION

Please check

PLAN 1: \$1000—payable \$500 on or before September 1, and \$500 on or before November 1 ☐

PLAN 2: \$1020—payable \$255 quarterly on or before September 1, November 15, February 1, April 15 ☐

PLAN 3: \$1030—payable \$103 each month in advance for ten consecutive months, beginning August 1 ☐

A deposit of \$50 is required of all candidates within 15 days of acceptance.

This deposit is credited on the first tuition bill. It is non-refundable.

DORMITORY

PLAN A: \$1100—payable \$275 quarterly on or before July 15, September 1, November 1, January 1 ☐

PLAN B: \$2150—combined with tuition in ten payments, payable \$215 monthly in advance beginning July 1 ☐

FEES listed on page 26 of the catalog are considered a part of this contract.

APPLICATION FEE MUST ACCOMPANY THIS APPLICATION

\$20 application fee must accompany the application. This is non-refundable.

BRIEF STATEMENT OF TERMS

Students are accepted for enrollment on the basis of the entire college year unless suspended or dismissed for scholastic failure, misconduct or breach of college discipline. In the event of such suspension or dismissal or in case of voluntary withdrawal, no payment of registration fees, tuition or dormitory charges shall be refunded, and any unpaid balance of any such charges for the remainder of the college year shall immediately become due and payable.

In consideration of the acceptance by Fisher Junior College of the undersigned student, we jointly and severally accept the above terms; agree to pay the charges above set forth as and when due; agree to comply with all rules and regulations of the college as printed in the catalog or otherwise prescribed and attest that the said student is in good physical and mental health.

I hereby give permission to Fisher Junior College to use, in booklets or other promotion, any school photograph in which my daughter may appear.

(Student)

Date_____

(Signature of father or guardian)

The above student is hereby accepted for admission to Fisher Junior College

Date_____

By_____

